



INVITATION TO BID

**SUPPLY AND DELIVERY OF 150CC MOTORBIKES FOR AMREF
HEALTH AFRICA IN ETHIOPIA**

TENDER NO. AMREF_ET/25/09/2024-006

**SUBMISSION DEADLINE: TUESDAY 8TH OCTOBER 2024 AT 12:00
NOON**

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PART A: TECHNICAL REQUIREMENTS

SECTION 1: INVITATION TO BID

1. Amref Health Africa, Ethiopia Office invites sealed bids from eligible bidders for the supply and delivery of motorbikes as specified below.

Detailed specifications:

- ❖ **Engine Type:**
 - Single Cylinder, 4 stroke, air cooled spark ignition engine
 - Maximum power of 8.9kW @ 7500rpm
 - Kick starter and Electric starter
 - 150CC piston displacement
- ❖ **Transmission**
 - Wet – Multi-plate type clutch system
 - 5 Speed constant mesh
 - All down heel-toe gear shift
- ❖ **Dimensions, Weight and Chassis**
 - Minimum Overall length = 2040mm
 - Minimum Overall width = 745mm
 - Minimum Overall height = 1150mm
 - Minimum Wheelbase = 1295mm
 - Minimum saddle height = 834mm
 - Minimum ground clearance = 195mm
 - Laden weight = 125kg
 - Front Suspension: Telescopic Oil Damped
 - Rear Suspension: 5-step Adjustable Hydraulic Shocks
- ❖ **Tyre**
 - Front tyre = 2.75 X 17, 41P
 - Rear tyre = 100/90 X 17, 51P
- ❖ **Brakes**
 - Rear and Front = 130mm Drum Internal Expanding Shoe Type
- ❖ **Electrical**
 - Ignition system = 12V (AC/DC), TCI
 - Battery = 12V, 5 Ah
- ❖ **Capacities**
 - Fuel tank including reserve = 12 liters (2 liters reserve)
 - Engine oil and capacity = 1000ml
- ❖ **Accessories**
 - Helmets | Side Mirror | Tools Each 17

2. A complete set of tender documents in English can be downloaded from Amref Health Africa website; <http://amref.org/tenders/> by interested bidders upon payment of a nonrefundable fee of **Birr. 150 (One Hundred and Fifty Birr only)**. The method of payment is cash payable to our Account name: **Amref Health Africa; Account Number: 0075992910104; Bank Name: Wegagen Bank/Shala Branch**. Bidders must submit a bank deposit slip to the Amref cashier's office and collect the Amref receipt.
3. Candidates will then attach copy of the original Amref receipt to the tender documents as proof of purchase of the tender.
4. Complete tender documents for **preliminary** and **technical requirements** are to be enclosed in a plain envelope marked with the tender reference number and tender name. **The financial bid MUST be in a separate envelope marked with the tender reference number, tender name, vendor name, and vendor contact details. (The financial bid will only be opened for those bidders who will have qualified in the technical evaluation)**. Please note that only one complete tender document is required. **Do not provide additional copies.**
5. Tenders must be accompanied by a tender security of **Ethiopian Birr 96,000** in the Currency specified in the tender document. The bond shall be furnished in one of the following forms;
 - Certified Cheque/CPO issued by a recognized bank
 - Bond issued by and/or confirmed through a recognized /reputable bank; and must be delivered with the Tender Documents in the technical bid. The tender security validity period from the date of closing tender should also be indicated.
6. Interested eligible candidates are invited for a pre-bid meeting to be held on **Tuesday 1st October** starting at **11.00 a.m.** Register in advance for this meeting through the link;
<https://amref.zoom.us/meeting/register/tZYvduyopiliHtM5JgY1UEB2fNVuRlj2-jjk>
After registering, you will receive a confirmation email containing information about joining the meeting.
7. The complete tender documents must be delivered to the address below no later than **Tuesday 8th October 2024 at 11:00 a.m.**

Amref Health Africa / Ethiopia Office
Bole Sub-City, Woreda 03, H.No. 2310 Behind Bole Medhanialem Church Beside
Abyssinia Plaza
P.O. Box 20855 code 1000,
Tel. 0116627851
Addis Ababa, Ethiopia

8. Tender Documents should be dropped at **Amref Health Africa, Ethiopia Office** at the **Big Tender Box** next to the Procurement Office. Tenders will be opened at **11:00 a.m.** in the presence of the Tenderers' representatives who choose to attend the tender opening ceremony at the Amref Health Africa, Ethiopia Office. **Electronic bidding will not be permitted. No bids will be accepted after 11 a.m. on the closing day.**

9. Prices quoted should be inclusive of VAT and all other applicable taxes and must be in **ETB (Ethiopian Birr)** and shall remain valid for 90 days from the closing date of the tender. The prices in your financial quotation should be broken down as follows: (Do not key in your financial quotation in this section):
 - (i) Unit price
 - (ii) 15% VAT
 - (iii) Other applicable taxes
 - (iv) TOTAL COST

SECTION 2: INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

- 2.1.1 This Invitation for Tender is open to all eligible tenderers.
- 2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

2.2 Cost of tendering

- 2.2.1 The tenderer shall bear all costs associated with the preparation and submission of its bid. Amref Health Africa or its agents, will under no circumstance be responsible or liable for those costs regardless of the conduct or outcome of the tendering process.

2.3 Specific Instructions

- 2.3.1 Bidders must quote for all items and quantities as indicated to qualify for evaluation.
- 2.3.2 The bid document and all supporting documents shall be written in English.

2.4 Amendment of documents

- 2.4.1 At any time prior to the deadline for submission of tenders, Amref Health Africa for any reason, whether at its initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendments.
- 2.4.2 All prospective candidates who have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.
- 2.4.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, Amref Health Africa at its discretion may extend the deadline for the submission of tenders.

2.5 Tender Prices and Currencies

- 2.5.1 The tenderer shall indicate on the appropriate Price Schedule, the unit prices inclusive of all taxes and the total tender price of the items proposed to be purchased under the contract.
- 2.5.2 Prices quoted by the tenderer shall be fixed during the tender validity period and not subjected to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
- 2.5.3 The price quoted shall be in Ethiopian Birr.

2.6 Validity of Tenders

- 2.6.1 Tenders shall remain valid for 90 days after the date of tender opening prescribed by Amref Health Africa, pursuant to paragraph 2.10. Tenders valid for a shorter period shall be rejected by Amref Health Africa as non-responsive.
- 2.6.2 In exceptional circumstances, Amref Health Africa may solicit the tenderers' consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tenderer may refuse the request. A tenderer granting the request will not be required nor permitted to modify its tender.

2.7 Sealing and Marking of Tenders

- 2.7.1 The tenderer shall seal the tender and mark it with the tender reference number and tender name and **“DO NOT OPEN BEFORE 11:00 a.m. on Tuesday 8th October 2024”**

2.8 Deadline for Submission of Tenders

- 2.8.1 Tenders must be received by Amref Health Africa at the address specified not later than **11:00 a.m. on Tuesday 8th October 2024**"

2.9 Modification of Tenders

- 2.9.1 The tenderer may modify or withdraw its tender after the tender's submission provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by Amref Health Africa, Ethiopia Office prior to the deadline prescribed for submission of tenders.
- 2.9.2 The tenderer modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.10:1. A withdrawal notice may be sent by email but followed by a signed confirmation copy, postmarked no later than the deadline for submission of tender
- 2.9.3 No tenderer may be contacted after the deadline for submission of tenders.

2.10 Withdrawals of Tender

- 2.10.1 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer.
- 2.10.2 A bidder who withdraws its tender after the deadline for submission will forfeit its bid security deposit.

2.11 Opening of Tenders

- 2.11.1 Amref Health Africa, Ethiopia Office will open all tenders in the presence of tenderers' representatives who choose to attend the tender opening ceremony at **11:00 a.m. on Tuesday 8th October 2024**" in the location specified in the tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.
- 2.11.2 The tenderers' names, tender modifications or withdrawals, and the presence or absence of requisite tender security and such other details as Amref Health Africa, at its discretion may consider appropriate, will be announced at the opening.
- 2.11.3 Amref Health Africa will prepare a tender opening report.

2.12 Clarification of Tenders

- 2.12.1 To assist in the examination, evaluation and comparison of tenders Amref Health Africa, at its discretion, may ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or Substance of the tender shall be sought, offered, or permitted.
- 2.12.2 Any effort by the tenderer to influence Amref Health Africa in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.13 Evaluation and Comparison of Tenders

- 2.13.1 Amref Health Africa will examine the tenders to determine whether they are complete, whether any computation errors have been made, whether required securities/tender purchase have been furnished, whether documents have been properly signed and whether the tenders are generally in order. After examination, a tender that will be determined to be substantially non-responsive, will be rejected by Amref Health Africa.
- 2.13.2 Amref Health Africa will evaluate and compare the tenders, which have been determined to be substantially responsive.

- 2.13.3 Amref Health Africa will notify bidders who will be required to provide samples in good time with specific sample submission details following **finalization of the preliminary evaluation**.
- 2.13.4 Amref Health Africa will ensure that the submitted samples are catalogued accordingly and correspond to the assigned bid number(s). The tenderers should ensure that all their samples have been captured correctly.

2.14 Notification of Award

- 2.14.1 Prior to the expiration of the period of tender validity, Amref Health Africa will notify the successful tenderer in writing that the tender has been accepted.
- 2.14.2 Simultaneously the other tenderers shall be notified that their tenders have been unsuccessful.

2.15 Appeal Period

- 2.15.1 Any vendor/service provider who wishes to appeal against the outcome of the tender shall do so in writing within 3 days of the date of the notification/regret letter. Any letter received after the third day shall not be responded to and shall be treated as null and void. Amref Health Africa shall have dispensed with this procurement.

2.16 Contacting Amref Health Africa

- 2.16.1 No tenderer shall contact Amref Health Africa on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.
- 2.16.2 Any effort by a tenderer to influence Amref Health Africa in its decisions on tender evaluation, tender evaluation committee, or contract award will result in the rejection of the tenderer's tender.

2.17 Leadtime and Delivery Details

- 2.17.1 The supplier should be able to deliver the items they have quoted for as specified in this tender document.
- 2.17.2 The supplier should include delivery schedule with lead times.
- 2.17.3 On arrival the supplies should be free from damage. The supplier shall be liable for all losses due to insufficient or unsuitable packing and delivery arrangements, and shall be liable for the cost of returning any unacceptable supplies.
- 2.17.4 The supplies must be free from objectionable matter and any substances that would represent a hazard to health.

SECTION 3: ELIGIBILITY REQUIREMENTS AND TECHNICAL SPECIFICATIONS

a) Preliminary Evaluation Criteria

Bids will be evaluated based on the below criteria.

Bids **lacking any of the documents** below will be considered as non-responsive and therefore will be eliminated at this stage.

PRELIMINARY EVALUATION OF MANDATORY REQUIREMENTS				
No.	Particulars	Marks	Compliant	Non-compliant
1.	Copy of Registration Certificate/Certificate of Incorporation.	1 or 0		
2.	Copy of Taxpayer Registration Certificate.	1 or 0		
3.	Copy of renewed Business License duly registered under the Laws of Ethiopia.	1 or 0		
4.	Copy of Value Added Tax Registration Certificate.	1 or 0		
5.	Copy of the original Amref Receipt as proof of purchase of tender document.	1 or 0		
6.	Must provide tender security from a reputable bank amounting to Ethiopian Birr 96,000 (Original Tender security must be attached) . The bid bond shall be furnished in one of the following forms; <ul style="list-style-type: none"> ▪ Certified Cheque/CPO issued by a recognized bank. ▪ Bond issued by and/or confirmed through a recognized /reputable bank. 	1 or 0		
7.	Provide audited financial statements/report for the year 2022 [Annual turnover] (Must be signed and dated by the auditor and the firm's Directors)	1 or 0		
8.	Provide audited financial statements/report for the year 2023 [Annual turnover] (Must be signed and dated by the auditor and the firm's Directors)	1 or 0		
9.	ENSURE that the tender document is properly bound	1 or 0		

Note: All the above documents numbered 1 to 9 should be packaged and arranged in that order under the preliminary evaluation criteria section of the tender document.

b) Technical Evaluation Criteria

No.	Detailed technical Specifications/Description of requirements	Max	Score	Remarks
1.	Must provide coloured brochure of the motorbike model.	2 or 0 Marks		
2.	Must provide Owner's Manual detailing the specifications of the motorbike.	3 or 0 Marks		
3	<p><u>Model Specifications</u></p> <p>❖ Engine Type:</p> <ul style="list-style-type: none"> • Single Cylinder, 4 stroke, air cooled spark ignition engine • Maximum power of 8.9kW @ 7500rpm • Kick starter and Electric starter • 150CC piston displacement <p>❖ Transmission</p> <ul style="list-style-type: none"> • Wet - Multi-plate type clutch system • 5 Speed constant mesh • All down heel-toe gear shift <p>❖ Dimensions, Weight and Chassis</p> <ul style="list-style-type: none"> • Minimum Overall length = 2040mm • Minimum Overall width = 745mm • Minimum Overall height = 1150mm • Minimum Wheelbase = 1295mm • Minimum saddle height = 834mm • Minimum ground clearance = 195mm • Laden weight = 125kg • Front Suspension: Telescopic Oil Damped • Rear Suspension: 5-step Adjustable Hydraulic Shocks <p>❖ Tyre</p> <ul style="list-style-type: none"> • Front tyre = 2.75 X 17, 41P • Rear tyre = 100/90 X 17, 51P <p>❖ Brakes</p> <ul style="list-style-type: none"> • Rear and Front = 130mm Drum Internal Expanding Shoe Type 	20 or 0 Marks		

	<ul style="list-style-type: none"> ❖ Electrical <ul style="list-style-type: none"> • Ignition system = 12V (AC/DC), TCI • Battery = 12V, 5 Ah ❖ Capacities <ul style="list-style-type: none"> • Fuel tank including reserve = 12 liters (2 liters reserve) • Engine oil and capacity = 1000ml ❖ Accessories <ul style="list-style-type: none"> • Helmets • Side Mirror • Tools Each 17 			
4.	<p>Warranty:</p> <p>Provide Warranty for at least 36 Months/50,000 KMS (excluding wear and tear parts)</p>	5 or 0 Marks		
5.	<p>Indicate lead time for delivery of the items;</p> <ul style="list-style-type: none"> a) Less than 4 weeks - (6 Marks) b) 4-8 weeks - (3 Marks) c) Above 8 weeks - (2 Marks) d) Not Provided - (0 Marks) 	6 Marks		
6.	<p>Provide proof of supply and delivery of motorbikes and accessories in the recent past (2019 to date) specifying the value (Attach purchase orders/contracts/invoices as proof)</p> <ul style="list-style-type: none"> a) Orders below Birr 5M - (2 Marks) b) Orders above Birr 5M - but below Birr 10M- (3 Marks) c) Orders above Birr 10M - (6 Marks) d) Not Provided - (0 Marks) 	6 Marks		
TOTAL MARKS		42		
<i>Only bidders who score at least 34 Marks and above shall proceed to the next stage of evaluation, the Financial review evaluation stage</i>				

SECTION 4: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2(a), 2(b) or 2(c) whichever applies to your type of business.

Part 1 - General

Business Name: Location of Business premises: Country/Town..... Postal Address: Code: Town: Tel No.: E-mail: Fax: Nature of Business:
.....

Part 2 (a) - Individuals

Your Name in full: Nationality: Country of Origin: Citizenship details

Part 2 (b) - Partnership

	Name:	Nationality:	Citizenship Details:	Shares
1.
2.
3.

Part 2 (c) - Registered Company

Private or Public:
.....

State the nominal and issue capital of the company:
.....
.....

Nominal Ethiopian Birr:
.....

Issued Ethiopian Birr:
.....

Give details of all directors as follows:

	Name:	Nationality:	Citizenship Details:	Shares
1.
2.
3.

SECTION 5: TENDER SECURITY FORM

TENDER NO. AMREF_ET/25/09/2024-006

SUPPLY AND DELIVERY OF 150CC MOTORBIKES

To: Amref Health Africa / Ethiopia Office,

WHEREAS *[insert: name of Tenderer]* (hereinafter called “the Tenderer”) has submitted its tender dated *[insert: date of tender]* for the performance of the above-named Contract (hereinafter called “the Tender”)

KNOW ALL PERSONS by these present that WE *[insert: name of bank]* of *[insert: address of bank]* (hereinafter called “the Bank”) are bound unto *[insert: name of Purchaser]* (hereinafter called “the Purchaser”) in the sum of: *[insert: amount]*, for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this *[insert: number]* day of *[insert: month]*, *[insert: year]*.

THE CONDITIONS of this obligation are the following:

1. If, after the tender submission deadline, the Tenderer
 - i. withdraws its tender during the period of tender validity specified by the Tenderer in the Tender Form, or
 - ii. does not accept the Purchaser’s corrections of arithmetic errors in accordance with the Instructions to Tenderers; or
 - iii. does not at all reply to the Purchaser’s requests for clarification.

2. If the Tenderer, having been notified of the acceptance of its tender by the Purchaser during the period of tender validity
 - (a) fails or refuses to sign the Contract Agreement when required; or
 - (b) Fails or refuses to issue the performance security in accordance with the Instructions to Tenderers.

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due it, owing to the occurrence of any one of the two above-named CONDITIONS, and specifying the occurred condition or conditions.

This guarantee will remain in full force up to and including **23rd December 2024** and any demand in respect thereof must reach the Bank not later than the above date.

Note: A bidder who withdraws its tender after the deadline for submission will forfeit its bid security deposit.

For and on behalf of the Bank

Signed: _____ Date: _____

SECTION 6: REFERENCES

BANK REFERENCES	
BANK HOLDING MAIN ACCOUNT	
Bank name and address:	
Name of account:	
Account number:	How long open?

COMMERCIAL REFERENCES	
Provide names and contract details of two customers who may be approached to verify your capacity to perform against similar contracts.	
INTERNATIONAL TRADE REFERENCE – CUSTOMER 1	
Name and address:	
Activity:	Period of relationship
Contact name	Fax no.
Telephone No.	
INTERNATIONAL TRADE REFERENCE – CUSTOMER 2	
Name and address	
Activity:	Period of relationship:
Contact name:	Fax no.:
Telephone No.:	

SECTION 7: DELIVERY SCHEDULE OF GOODS

No.	Description	UoM	Quantity Required	Delivery Location
1	Supply and Delivery of 150CC motorbikes	Unit	28	Amref Health Africa, Ethiopia Offices.

PART B: FINANCIAL REQUIREMENTS

PLEASE PROVIDE THIS IN A DIFFERENT ENVELOPE [The financial bid **MUST** be in a separate envelope marked with the tender reference number, tender name, vendors name and vendors contact details. The financial bid will only be opened for those bidders who will have qualified in the technical evaluation]

SECTION 1: Price Schedule

BIDDERS NAME:	TENDER NAME:	TENDER NUMBER:

NO.	ITEM DESCRIPTION/ SPECIFICATIONS	UOM	QUANTITY REQUIRED	UNIT PRICE (ETB)	TOTAL PRICE (ETB)
1	Supply and Delivery of 150CC motorbikes	Unit	28		
TOTAL (ETB)					
15% VAT					
TOTAL PRICE (15% VAT INCLUSIVE) ETB					

SECTION 2: Delivery Leadtime

BIDDERS NAME	TENDER NAME:	TENDER NUMBER	QTY	DELIVERY LEAD TIME	REMARKS

Note. In case of a discrepancy between the unit price and the total, the unit price shall prevail.

Currency:	Grand Total Bid Price:	Amount in Figures:
		Amount in Words:
Bidder's Name and Address	Date:	Signature and Stamp

Note: Indicate the breakdown of all taxes applicable.

DECLARATION

I/We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so, and that any inaccuracy in the information filled herein will lead to disqualification of the tenderer.

For and behalf of:

.....

Name:

.....

Date:

.....

Signature:

.....

DELIVERY COMMITMENT FORM

I/We acknowledge the delivery schedule above
 [*insert: tenderers name*]
for the procurement of and do hereby commit
 [*insert: description and the tender number*]
ourselves that we shall deliver these goods within [*insert: timelines*] as stipulated in this tender
document.

For and behalf of:

.....

Name:

.....

Date:

.....

Signature:

.....

ANNEX 1: STAGES OF TENDER

PART A

a) Preliminary Evaluation

Tenderers are required to comply with mandatory requirements

- ✓ Bidders who shall not provide any of the documents shall be considered non-responsive and shall not proceed to the next stage(s) of evaluation.

b) Technical Evaluation

i. Documents Examination

- ✓ Bidders who will not meet the pass mark(s) as specified shall be considered non-responsive and shall not proceed to the next stage(s) of evaluation.

ii. Product Evaluation

- ✓ The technical evaluation shall involve the product demonstration and or samples where applicable.

PART B

a) Financial Evaluation.

- ✓ Tenderers who are successful at the proceeding stages shall have their prices compared and award recommended to the lowest evaluated responsive bid.

b) Contracting

- ✓ If accepting of the offer, the successful bidder shall be contracted as per the standard agreement accessible on the Amref website.